

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**Minutes of Meeting****October 26, 2009**

Members of the State Board for Career and Technical Education met at 9:00 a.m. on Monday, October 26, 2009, in the Roosevelt Park Room, State Capitol Building, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Mr. Jeff Lind, Vice Chair
Ms. Maren Daley, Member
Mr. Brian Duchscherer, Member
Mr. William Goetz, Member
Dr. Wayne Sanstead, Member
Ms. Rita Wilhelmi, Member

Wayne Kutzer, Dwight Crabtree, Curt Dahme, Brenda Schuler, Debra Huber, Vicki Neuharth, Ray Hintz, Wade Kadrmas, Claire Fitzgerald, Doug Vannurden, Kevin Nelson, Kathy McCracken and Susan Stibbe were also present.

CONSIDERATION OF JUNE 23, 2009 MINUTES – Mr. Lind moved and Mr. Duchscherer seconded to approve the minutes of the June 23, 2009 meeting as presented. The motion passed unanimously.

SERVICE AWARD PRESENTATIONS – Mr. Remington presented Ms. Susan Stibbe with an award for her dedicated years of service on the State Board for Career and Technical Education. Dr. Sanstead also presented Ms. Stibbe with an award on behalf of the Public School Board. Mr. Robert Geske was not available to receive his awards; however, they will be mailed to him.

Mr. Tony Scheerz, T & I Supervisor, who has been employed with the agency for five years was also unable to attend the meeting but will receive a service award.

FINANCIAL REPORT – Mr. Kutzer reviewed how the \$497,771.66 Supplemental Payments were distributed out to schools at the end of the last biennium.

Mr. Kutzer then reviewed the FY 2009 Year End Report, reporting that the overall expenditures were below budget. Mr. Remington commended Mr. Kutzer for keeping the out of state travel budget under control.

Mr. Kutzer then reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended September 30, 2009, reporting that the total budget expended is in line with the time elapsed.

Following a brief discussion, Dr. Sanstead moved and Ms. Daley seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – The Professional Development Conference held in August was a success, with over 600 people attending.

The North Dakota Commission on Education Improvement has formed committees on Formula, Quality Instruction, REA's, Pre-K, Student Support and Curriculum, Assessments, Scholarships, Technology, Transition. There are three CTE Board members and Mr. Kutzer on the various committees. The Commission plans to meet every other month and Mr. Kutzer will keep the Board informed of the activities.

Ms. Kelly Pierce has been hired as the Supervisor for Career Advisors. Ms. Pierce is in the process of getting trained in all the required areas. Others who will be trained as Career Advisor Train the Trainers are the four career resource network coordinators, Claire Fitzgerald, Kathy Holle, and two career services people. Once they have been trained, they will provide training to any individuals that the schools have identified as needing the training, regardless of how much time the trainee will be used as a Career Advisor. However, all Career Advisors must complete a Program of Work. All training costs will be paid for by the Department of

Career and Technical Education. Mr. Kutzer will keep the Board informed of the Career Advisors training progress.

The Math-in-CTE program will begin again in November, with 28 FACS, Auto Tech and Business and Office instructors involved this year. Ms. Dietchman, Dr. Young and Dr. Borr are in charge of the program.

Due to the success of the Math-in-CTE program, North Dakota was selected to pilot a Science-in-CTE project. Dr. Young is in charge of the project. The pilot project begins December 1 and will include many agriculture education instructors.

Following discussion, the board thanked Mr. Kutzer for his report.

AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY EDUCATIONAL INSTITUTIONS – A. New Program Requests – Capella University – Ms. Debra Huber reviewed and recommended approval of the new programs that Capella University of Minneapolis, MN, is seeking approval to offer in North Dakota. Capella University is authorized to operate in North Dakota and meets the state’s standards and criteria for authorization to operate the proposed programs.

Dr. Sanstead moved and Ms. Wilhelmi seconded to approve the new program requests as recommended. The roll call vote was as follows:

Mr. Duchscherer – aye
 Mr. Lind - aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Goetz – aye
 Ms. Daley – aye
 Mr. Remington – aye

The motion passed unanimously.

B. New Site Request – Lynnes Welding Training - Ms. Huber reported that Lynnes Welding Training of Fargo would like to establish a second training site in Bismarck based on

a business assessment completed by the owner.

Lynnes Welding Training is continuing to make progress toward their goal of becoming accredited within the next 18 months.

Ms. Huber recommended approving the new site request contingent upon the completion of appropriate city building inspections prior to instruction of the first cohort of students.

Mr. Goetz voiced his concern on approving a non-accredited school. Ms. Huber responded that it is not unusual for the Board to provisionally approve non-accredited schools and that schools need to show progress towards accreditation or the provisional approval could be pulled.

Discussion was also held on the difference between a private school and the state's colleges that offer a welding program. Ms. Huber responded that Lynnes Welding is a certificate program, not a degree program, and that there have been no complaints from any students who have attended the Lynnes Welding Training.

Following more discussion, Ms. Daley moved and Dr. Sanstead seconded to approve the new site request contingent upon the completion of appropriate city building inspections prior to instruction of the first cohort of students. The roll call vote was as follows:

Mr. Duchscherer – aye
 Mr. Lind - aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Goetz – nay
 Ms. Daley – aye
 Mr. Remington – aye

The motion passed 6 to 1.

ON-LINE COOPERATIVE ARRANGEMENT POLICY - Mr. Crabtree reviewed the proposed on-line cooperative arrangement policy, reporting that the policy will apply to all schools and centers.

Mr. Kutzer reported that this policy mirrors the ITV policy and explained that the reimbursement is for actual costs associated with on-line courses.

Following discussion, Mr. Lind moved and Dr. Sanstead seconded to approve the On-Line Cooperative Arrangement Policy. The roll call vote was as follows:

Mr. Duchscherer – aye
 Mr. Lind - aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Goetz – aye
 Ms. Daley – aye
 Mr. Remington – aye

The motion passed unanimously.

COOPERATIVE ARRANGEMENT REQUESTS – Ms. Vicki Neuharth presented this information and explained the four different types of cooperative arrangements being requested: five schools transporting students; six schools sharing instructors; 91 cooperative agreements using ITV, and four school districts sharing on-line programs.

Following discussion, Mr. Kutzer explained the reimbursement guidelines for the various types of cooperative arrangements.

Following discussion, Ms. Wilhelmi moved and Ms. Daley seconded to approve the cooperative arrangements as presented. The roll call vote was as follows:

Mr. Duchscherer – aye
 Mr. Lind - aye
 Ms. Wilhelmi – aye
 Dr. Sanstead – aye
 Mr. Goetz – aye
 Ms. Daley – aye
 Mr. Remington – aye

The motion passed unanimously.

2009-10 REVISED BUDGETS – Mr. Kutzer reviewed the FY 2010 General Fund projections and explained the various programs, reporting that, at this time, there is an

unobligated balance of \$40,248 for the 2009-2011 biennium. Mr. Kutzer reported that if there are any funds remaining at the end of the biennium, those funds will go out to schools.

Mr. Kutzer explained the expanded and new program requests totaling \$45,157, and reported that this list includes expansion requests of two or more periods a day.

Mr. Lind moved and Mr. Duchscherer seconded to approve the Expanded and New Program requests as presented. The roll call vote was as follows:

Mr. Duchscherer – aye
Mr. Lind - aye
Ms. Wilhelmi – aye
Dr. Sanstead – aye
Mr. Goetz – aye
Ms. Daley – aye
Mr. Remington – aye

The motion passed unanimously.

Mr. Kutzer then explained the programs in the Carl Perkins obligations budget, explaining that the new funds total \$4,528,072, which includes carryover funds from the past 27 months.

The Carl Perkins Grants to Schools programs totaling \$3,504,055 and the \$545,532 Reserve Funds were also reviewed.

Following discussion, Mr. Kutzer recommended approval of the revised budget requests as presented, with the understanding that minor adjustments may need to be made throughout the year.

Following more discussion, Mr. Goetz moved and Ms. Wilhelmi seconded to approve the revised budgets as presented. The roll call vote was as follows:

Mr. Duchscherer – aye
Mr. Lind - aye
Ms. Wilhelmi – aye
Dr. Sanstead – aye
Mr. Goetz – aye
Ms. Daley – aye
Mr. Remington – aye

The motion passed unanimously.

CTE SCHOLARSHIP – Ms. Claire Fitzgerald, Career Development Supervisor, provided a brief report on the increase of counseling services to students. The new ratio for grades 7-12 is 1 counselor/career advisor per 300 students.

Ms. Fitzgerald then presented information on CTE Scholarships and Academic Scholarships for the 2010 graduates and for those graduating 2011 and after. The information was provided at the Professional Development Conference and has also been sent out to the counseling and administrative listservs.

Discussion was held on the ACT and WorkKeys tests and what colleges require.

Discussion was also held on the burden that seems to have been placed on local schools to verify student transcripts at the end of a school year and into the summer. Other potential issues are credit recovery, providing additional tutors, the need for more math teachers and the potential pressure that parents could place on teachers for not giving their student a “C” or better.

Following more discussion, Mr. Kutzer and Ms. Fitzgerald will bring these concerns to the next scholarship committee meeting. Mr. Kutzer will continue to keep the board informed.

Ms. Fitzgerald then provided an overview of the Coordinated Plans of Study for all program areas. This information was also provided at the Professional Development Conference.

Following discussion, the board thanked Ms. Fitzgerald for her presentation.

PROGRAM ORIENTATION – INFORMATION TECHNOLOGY – Mr. Ray Hintz, Information Technology Supervisor and Mr. Wade Kadrmas, Information Technology Assistant Supervisor and IT Career Awareness, presented information on the Information Technology program area and the IT Career Awareness project.

Information was distributed and reviewed on the various information technology activities, the ITEST grant and proposed summer trainings.

Mr. Kadrmas also spoke on the collaboration between the agency and the ND Information Technology Council in building more demand and IT programming opportunities for students.

Following discussion, the board thanked Mr. Hintz and Mr. Kadrmas for their presentation.

FUTURE SBCTE MEETINGS – The November board meeting will be held on Monday, November 16, 2009.

The December board meeting will be held via telephone conference.

The January board meeting is scheduled for Tuesday, January 19, 2010.

The February board meeting is scheduled for Tuesday, February 16, 2010.

The meeting adjourned at 11:50 a.m.

Respectfully submitted,

Mr. Darrel Remington
Chairperson